

# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	<p>TITLE OF POSITION: <u>Administrator Financial Management</u>      CLASSIFICATION CODE: <u>02644400</u>                  SALARY RANGE: <u>137 62850-71258</u>      REFERENCE POSITION NO.: <u>1102-80601</u>                  Department or Agency Name: <u>Health</u>      APPLICATION PERIOD: <u>10/28/05-11/3/05</u>                  Division/Section/Unit: <u>Management Services</u>                  Assignment(s) / Comments: _____                  Shift and Days: _____      Job Location: <u>3 Capitol Hill, Providence</u>                  Restrictions/Limitations: _____                  Position Covered By Collective Bargaining Union Agreement      Yes _____ No <u>X</u> _____                  Name of Bargaining Unit Union: _____                  There is ___ is not <u>X</u> a Civil Service List for this position      <b>See A/B or Both for Specific Instructions</b>                  NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
<b>General Information to Candidate</b>	<p><b>INSTRUCTIONS:</b>  <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.  <b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Title of your present position and date you entered it</li> <li>• Date you entered State service</li> <li>• Name of department where you are currently employed</li> <li>• Your business telephone number</li> <li>• Present Union Affiliations</li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>  <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>                  If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.  <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b>                      If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b>                      Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>
<b>Statement of Duties</b>	<p><b>DUTIES / RESPONSIBILITIES:</b>                  The Administrator Financial Management's primary responsibility will be to coordinate the Department of Health's budget for submission to the Governor under the Direction of the Chief Financial Officer. In addition the individual will have supervisory responsibility for administrators that are responsible for specific program budgets. Additional duties include responsibility for the timely completion of all Financial Status Reports for Central Management to applicable federal agencies as well as preparing the department's Indirect Cost Plan for submission to its cognizant agency.</p>
<b>Minimum Education &amp; Experience</b>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>                  Possession of a Bachelor's Degree in Business Administration with a major in Accounting and Finance; and extensive employment in a responsible administrative position involving budgeting and financial control and federal reporting. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
<b>Where to Apply</b>	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <p>Kathy Guadagno                  Office of Health Personnel                  3 Capitol Hill, Room 402                  Providence, RI 02908</p> <p>Telephone #: <u>222-2265</u>                  Fax #: <u>222-1256</u>                  TTY/TDD #: <u>1-800-745-5555</u>                  (Telecommunication Device for the Deaf)</p>



**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**